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20 April 1956

MEMORANDUM FOR: Contract Officer

FROM: Chief, Machine Division, OCR *WJH*

SUBJECT: Packaging Instruction for [REDACTED]

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1. On April 16, [REDACTED] and I discussed the instructions he received from you regarding the packaging of materials. [REDACTED] had several questions, most of which were settled during the discussion. However, he indicated that he would like another paper clarifying points raised during our discussion. Attached are revised instructions which should be given to [REDACTED] with the information that they supersede any earlier statement of requirements.

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2. [REDACTED] had further questions which we could not resolve at the time but to which answers are required. These were:

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a. Can our personnel, the editors at Rochester, do the actual splicing and cutting of the processed negative at the same time they are editing it? [REDACTED] says this would save two additional steps but would require around-the-clock operation.

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b. What form is the material sent to other CUSTOMERS to take?

c. Are titles to be coded or clear text? *These* matters may have been clarified by now, but [REDACTED] did not have the answers on Monday, April 16, and would like to know as soon as possible.

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3. I have been informed that shipment of material will take place twice weekly. While this is satisfactory for most of the material, it is Mr. Lundahl's opinion, and ours, that it is desirable to ship the 70mm prints more frequently, possibly daily, so that necessary reference and work materials can be assembled prior to the receipt of the main batch of material.

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The following recommendations represent the direct CUSTOMER's needs only, and in no way reflect the requirements of the CUSTOMER's CUSTOMER. All container, canister, box, carton and other sizes are approximate. Security of shipments is the responsibility of the CONVEYER.

Recommend that the PROCESSER be advised that:

EDITING

1. Except for the 70mm record copy NEGATIVES, all other NEGATIVES be edited and the un-usable portions of the film destroyed. Labeling of edited film should show consecutive frame numbers but may not coincide with counter frame numbers.

LABELING

2. The following labeling procedures be adopted:

a. One end of each spool, spool container (handle end) and cardboard carton be labeled with the following: (1) Type of material - NEGATIVE, POSITIVE or PRINT; (2) Camera designator; (3) Mission number; (4) Inclusive frame numbers; and (5) Security classification.

b. One end of each box of PRINTS be labeled with the following: (1) Camera designator; (2) Mission number; (3) Inclusive frame numbers; and, (4) Security classification.

c. Shipping cases be dispatched in numeric sequence and marked to indicate: (1) Type of material; (2) Case number; and (3) Address. For example, N-1 could refer to the first case of NEGATIVES, P-15 to the fifteenth case of POSITIVES, and PT-23 to the twenty-third case of PRINTS.

PACKAGING

3. NEGATIVES and POSITIVES, except 70mm material, be supplied in 200' lengths on standard 200' spools (5-3/16" diameter) placed in standard metal aerial film spool containers, which are lined with cardboard, and then boxed individually in heavy-duty cardboard cartons measuring approximately 5-15/16" x 5-15/16" x 11-1/8".

4. One hundred and thirty-three (133) 9-1/2" x 18" PRINTS be shipped in a hinged 10-1/2" x 19-3/4" x 2" heavy-duty cardboard box with reinforced corners and 266 9-1/2" x 9-1/2" PRINTS be shipped in the same size cardboard box, but divided into two equal sections by means of a collapsible cardboard

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insert. Contents of PRINT boxes to correspond to the contents of matching POSITIVE spool. NOTE: Sample to be provided by PROCESSER at earliest possible date.

5. 70mm NEGATIVES be supplied in 1000' lengths on spools 10-1/2" in diameter which are placed in standard aerial film spool containers and then in heavy-duty cardboard cartons measuring about 11-1/4" x 11-1/4" x 3-1/2".

6. 70mm PRINTS be prepared on the turn-around printer in two different sets -- the first set being of the odd numbered frames and the second set the even numbered frames. Both sets are to be printed in ascending sequence; i.e., odd set - 1, 3, 5, 7, 9, etc. and the even set - 2, 4, 6, 8, 10, etc. These two sets of PRINTS are to be fan-folded into lengths containing six frames between each fold and placed in a hinged 10-1/2" x 19-3/4" x 2" heavy-duty cardboard box with reinforced corners.

SHIPPING

7. NEGATIVES be shipped at different times from the POSITIVES and PRINTS so that they will not be aboard the same conveyance. POSITIVES and PRINTS be shipped simultaneously, but in separate cases. POSITIVES and PRINTS to precede shipment of matching NEGATIVES.

8. Since it is understood that shipments are to be made twice a week, the following procedure for 70mm materials be adopted, but in line with Recommendation No. 7, above:

a. All individual cartons of 70mm NEGATIVES ready for shipment be banded with metal and shipped as a unit.

b. All boxes of PRINTS from 70mm film, ready for shipment, be placed in shipping cases referred to in Recommendation No. 9a, below, or, if quantity will not fill a shipping case, these boxes be wrapped in heavy-duty corrugated cardboard and banded with metal and shipped as a unit.

9. Since it is understood that shipments are to be made twice a week, the following procedure for all material, other than 70mm, be adopted, but in line with Recommendation No. 7, above:

a. Any available cases, not exceeding 8 cubic feet, be used provided that they do not exceed 150 pounds in weight when packed. The same limitations apply if it is necessary to manufacture cases.

b. Shipping manifests be included in each case, reflecting contents as indicated by labels on cartons for NEGATIVES and POSITIVES and on boxes for PRINTS.

c. Prior to placement on conveyor, the CUSTOMER be advised by phone or wire, the numbers of the shipping cases which are to be forwarded in the next shipment. The CUSTOMER will also notify the PROCESSER of the identity of the cases received, immediately upon their receipt.

d. A single mission may be divided among two or more cases, and a single case may contain more than one mission, but each mission should be packaged, crated and shipped as soon as possible after processing.

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